

# WICHITA POLICE DEPARTMENT

## POLICY NO. 201

<b>SUBJECT: AWARDS/DECORATIONS</b>	
<b>Effective Date: 5/28/2020</b>	<b>Distribution: All Personnel</b>
<b>Reviewed/Approved Date: 5/26/2020</b>	<b>Review Date: July 2022</b>
<b>Approved By: Executive Staff</b>	<b>Amends/Rescinds: 6/28/2019</b>
<i>This policy is for departmental use only and does not apply in any criminal or civil proceeding. This policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>	

### I. POLICY

An awards program will be maintained by the Wichita Police Department to provide tangible recognition of extraordinary services both by members of the department and citizens.

### II. PROCEDURES

#### A. Awards Committee Responsibilities and Award Procedures

1. The Awards Committee, which will consist of three (3) deputy chiefs, three (3) commissioned officers, (one from each division), one (1) sergeant (from the Field Services Division), and one civilian employee, will administer the awards program of the police department. The division representatives and the civilian will serve on the committee for no more than two years. The Deputy Chief of the Support Services Division will serve as the Awards Committee Chairperson and will select, with the approval of the Chief of Police, the award committee members.
2. The Awards Committee Chairperson's responsibilities will include the following:
  - a. Receive recommendations for awards, and prepare copies for each committee member;
  - b. Call a meeting of the committee once each month to consider recommendations from the previous month;
  - c. Conduct any investigation the committee deems necessary to validate the recommendations;
  - d. Submit a report to the Chief of Police, outlining the recommendations of the committee, within five (5) working days after the committee has met.
  - e. Notify the Bureau Commander of the nominating party and the nominee of the Awards Committee decision.

3. Awards Committee decisions on awards are forwarded to the Chief of Police for final approval. Any member that desires to appeal an Awards Committee decision shall do so in writing through their chain of command within 20 days of the Awards Committee results being published.
4. Any member of the department, regardless of rank or position, may nominate any person worthy of an award by forwarding a report to the Chairperson of the Awards Committee.
5. The Chief of Police may convene the Awards Committee at any time for special consideration of an award or awards.
6. A summary of the awards presented will be published and distributed via the Intranet.

**B. Awards**

There are seventeen (17) awards that may be given by the Wichita Police Department for service. They are as follows:

1. The Gold Wreath of Honor:
  - a. A Wichita police officer who shall, in the line of duty, perform an act or acts of outstanding bravery, gallantry, or courage in furthering the basic police purposes by:
    1. Protection of life and property;
    2. Enforcement of the law;
    3. Preservation of the public peace;
    4. Prevention of criminal acts;
    5. Apprehension of criminals; and who shall perform this act or acts without regard for own safety or at great physical risk, prompted only by their sense of duty to mankind and when such act or acts are above and beyond the ordinary call of duty and are performed without thought of reward or gain, shall be eligible to receive the Gold Wreath of Honor.
2. The Silver Wreath of Valor:
  - a. A Wichita police officer, or other police officer affiliated with the Wichita Police Department, who shall, in the line of duty, perform an act or acts in furthering the principles of law enforcement at the risk of personal injury and who shall perform this act or acts without regard for personal safety but in the best interest of the public welfare, displaying outstanding bravery, intelligence or devotion to duty, or any person who, at the risk of great bodily injury or death shall assist the Wichita Police Department, displaying outstanding public interest and self-sacrifice,

shall be eligible to receive and wear the Silver Wreath of Valor, which shall be the second-highest award the Wichita Police Department can bestow.

3. The Bronze Wreath of Valor:

- a. Any officer of the Wichita Police Department, or any other officer or employee affiliated with the police department, who shall, by their act or acts, further the cause of law enforcement in the City of Wichita by displaying bravery, intelligence or devotion to the duty, and who, in the performance of such acts or acts, shall be motivated solely by the desire to serve the city without thought of personal gain or advantage, shall be eligible to receive and wear the Bronze Wreath of Valor, which shall be the third-highest award bestowed by the Wichita Police Department.

4. The Bronze Wreath of Merit:

- a. Any member of the department, who shall, by their act or acts, tangibly and conspicuously further the cause of law enforcement in the City of Wichita by outstanding inventiveness, intelligence, diligence or devotion to duty, and who, in the performance of such act or acts shall be motivated solely by the desire to benefit the city without thought of personal gain or advantage, or who shall have completed twenty (20) years and thirty (30) years of service as well as the commissioned officer and non-commissioned employee of the year, or has committed 10 or more consecutive years within one of the departments "Specialty Units" (i.e. CISM, SWAT, EOD, Mounted, CAT, Honor Guard) and have left the unit in good standing shall be eligible to receive and wear the Bronze Wreath of Merit, which shall be the fourth-highest award bestowed by the Wichita Police Department.

5. The Life Saving Award:

- a. The Life Saving Award shall be awarded to any member of the Wichita Police Department or Reserve Office who is directly responsible for saving a human life. Documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors. The Life Saving Award may be awarded in addition to a higher medal where the facts show the recipient is entitled to such an award.

6. The Police Shield:

- a. The Police Shield shall be awarded to any member of the department or reserve officer who is seriously injured in the line of duty due to assault, fires, explosions, etc. The Police Shield may be awarded in addition to a

higher award where the facts show the recipient is entitled to such award. The injury must not be the result of, or concurrent with, conduct of the recipient that is less than acceptable by all standards. The Awards Committee may not consider injuries sustained from falls on ice, motor vehicle accidents, or other routine hazards.

7. Legacy Badge Award:

- a. A Wichita police detective who shall, by their act or acts, tangibly and conspicuously further the cause of law enforcement in the City of Wichita by outstanding leadership, work ethic and integrity, and who, in the performance of such act or acts shall be motivated solely by the desire to benefit the city without thought of personal gain or advantage. Documentation and supporting evidence must be included to substantiate the award, such as statements from supervisors or other law enforcement agencies.
  1. Letters of nomination should be based on information that includes:
    - a. Assigned to the Investigations Division for a minimum of 7 years.
      - i. May be assigned to various sections.
    - b. Possess strong leadership, work ethic and integrity.
      - i. A written example of each is required.
      - ii. PSB should be checked.
    - c. Possess recognized knowledge of chargeable laws in their area as well as in search and seizure procedures.
    - d. Proficient interview technique documented by a supervisor.
    - e. Confirmation of recognized testimony and affidavit proficiency from any city, state or federal prosecutor or defense attorney.
    - f. High level of felony offenses convictions and/or plea deals.
    - g. Minimum 5 years of Exceeds Expectations (overall score of 4) in at least 12 of 16 categories on their annual Detective evaluation.
      - i. Evaluations dates are required for verification.
    - h. No sustained violations other than "A" violations in the past 5 years.
    - i. Documented proof of continued use of new technology and/or best practices. Example: Leads online or use of crime analysts.
    - j. Display balance of career and community service or volunteer work.

- i. Minimum 3 years of community service or volunteer work. Does not require consecutive service or work due to assignments.
    - ii. Only the community service or volunteer work achieved at the rank of a detective will be considered.
    - iii. Community service or volunteer work must be within city limits.
    - iv. Community service or volunteer work cannot be job-related, which includes any service or work that is compensated or reimbursed by the City of Wichita.
  2. Badge award is subject to the final approval of Chief of Police and all Deputy Chiefs.
8. The Distinguished Service Award:
  - a. The Distinguished Service Award may be issued to any member of the department who displays outstanding service by achieving success in a difficult police project, program, or situation. Such conduct must distinguish the departmental member, or bring favorable recognition to the department by a high degree of professional accomplishments and/or initiative.
9. The Civic Achievement Award:
  - a. The Civic Achievement Award may be issued to any member of the Wichita Police Department, who brings favorable recognition to department through their involvement in a civic affairs project or program, which improves the quality of life in the community, while acting in a volunteer capacity representing the department.
10. The Certificate of Commendation:
  - a. The Certificate of Commendation is to be presented to members of the Wichita Police Department, sworn and non-sworn, or to any other officer affiliated with the department, who perform unselfishly in advancing and promoting the image of the WPD.
11. The Police Commendation Award:
  - a. The Police Commendation Award may be issued to any member of the Wichita Police Department who distinguish themselves by displaying repeated exemplary performance by receiving five (5) or more Certificate of Commendation Awards during their police career. The

Police Commendation Award can only be awarded one time. All subsequent Certificate of Commendation Awards will be awarded in certificate form only.

12. The Safe Driver Award:

- a. All department members who are currently, or have been, assigned to a position that requires driving city vehicles on city business as part of the daily function of the position, are eligible for this award. Some members of the department are assigned to positions that do not require driving a city vehicle each day, yet the responsibilities require use of a city vehicle during the period of an assignment as directed by a supervisor. In such instances, the assignment will not render the member ineligible to accumulate time toward this award. The award is based on increments of five years. The years are to be consecutive. To receive an award, a member must have five, ten, fifteen, etc. consecutive years without a preventable accident. No previously issued award will be canceled. When a member has been charged with a preventable accident, a new increment is begun the day following the accident.
- b. If a member is transferred to a non-driving assignment, their accumulated time will stop and will pick back up only when transferred again to a driving assignment.
- c. Bureau commanders are responsible for sending a request to the Awards Committee when they feel an award is due one of their personnel. Awards may be issued retroactively to a beginning increment date of May 1, 1985. If an employee receives subsequent driving awards, i.e. 10, 15, 20, 25, 30-year awards, they are only authorized to wear the highest driving award bar on their uniform.

13. The Perfect Attendance Award:

- a. The Perfect Attendance Award shall be awarded to all members of the police department who distinguish themselves by perfect attendance. The award is based upon five-year increments. To receive an award, a member must have five, ten, fifteen, twenty, etc. consecutive payroll years without the use of sick leave. The use of sick leave will be verified by Fiscal Affairs Section staff using official payroll reports. When a member has taken sick leave, the beginning of the next payroll year begins a new increment. No previously issued award will be canceled.
- b. If an employee receives subsequent attendance awards, i.e. 10, 15, 20, 25, 30-year awards, they are only authorized to wear the highest attendance award bar on their uniform.

- c. Bureau commanders are responsible for sending a request to the Awards Committee when they feel an award is due to one of their personnel. Awards may be issued retroactively to a beginning increment date of May 1, 1985.

14. Specialty Units

All nominations for Specialty Unit awards will be validated through departmental files or through the Training Academy, wherever applicable, by the Supervisor filling out the nomination form. All nomination forms will include documentation verifying departmental personnel's current membership or past membership to the respective specialty unit. If the nomination is for past membership, the member must have left the specialty unit in good standing to be eligible. Any nomination forms received without supporting documentation will be sent back for correction. Nomination forms will be accepted biannually, in June and December. Specialty Unit awards are not a required element and therefore will be purchased by the departmental personnel out of clothing allowance or with cash. Specialty Unit Awards will be placed on the right side of the uniform and may only be worn after the Perfect Attendance Award.

- a. Special Weapons and Tactics Unit
- b. EOD Technician
- c. The Negotiator Award
- d. The School Resource Officer (SRO) Award
- e. The CIT Expert Award: The Critical Incident Team Expert Award may be issued to any member of the Wichita Police Department who successfully completes the advanced CIT course and can provide a Certificate of Completion.
- f. The Community Policing Unit Award
- g. The Community Response Team (CRT) Award
- h. The Drug Recognition Expert Award: The Drug Recognition Expert Award may be issued to any member of the Wichita Police Department who successfully completes certification approved by the International Association of Chiefs of Police.
- i. Canine Unit: The Canine Unit award may be issued to any member of the Wichita Police Department who successfully completes the approved Canine Handler's course upon receiving a department canine.

- j. Honor Guard
- k. Mounted Unit
- l. Firearms Instructor Bar: Any department member permanently assigned to the Range who provides firearms instruction, less lethal certification, armoring and fundamental reviews to both recruits and commissioned department members shall be allowed to wear the Firearms Instructor Bar.
- m. Range Assistant Bar: Any department member who has successfully completed the 40 hour WSCLETC Firearms Training Section "Assistant Firearms Instructor Course" and has attended all departmental qualifications and passed successfully.
- n. Field Training Officer: The Field Training Officer award may be issued to any member of the Wichita Police Department who has completed the approved Field Training Officer course through the Training Academy and has served as an FTO.
- o. Gang Intelligence Officer Award
- p. Task Force Officer Award: The Task Force Officer award may be issued to any member of the Wichita Police Department who is selected to become a Task Force Officer with a partnering agency federal agency.
- q. Traffic/Motors Bar: The Traffic/Motors specialty unit bar will be awarded to any member of the department currently assigned to the Traffic Section or as a member of the CAT team, Motors, Accident Follow-Up.
- r. Master's Degree Education Award: The Education award may be issued to any Wichita Police Department member who has graduated from an accredited university with a master's degree. Members shall ensure a copy of their diploma or university transcript is on file with the Training Bureau providing documentation of their degree status to receive the Education award.
- s. Military Service Award: The Military Service Award may be issued to any Wichita Police Department member who is currently serving or has previously served in the military and has received a General Discharge or Higher. For active military members, a current copy of orders must be on file with Payroll. For discharged military members, a copy of DD Form 214 must be on file with the Training Bureau.
- t. Bachelor's Degree Education Award: The Education award may be



issued to any Wichita Police Department member who has graduated from an accredited university with a bachelor's degree. Members shall ensure a copy of their diploma or university transcript is on file with the Training Bureau providing documentation of their degree status to receive the Education award.

- u. Command School Award: The Command School Award may be issued to any Wichita Police Department supervisor who has completed Command School training courses.

15. Marksmanship Awards:

- a. The Marksmanship Awards of Master, Expert, and Sharpshooter will be authorized by Special Order following each in-service, firearm-proficiency testing period. Officers must qualify for such an Award at each scheduled proficiency-testing period;
  - 1. The Master Marksman Award will be awarded to an officer who scores 98% or above during the spring or fall proficiency-testing period.
  - 2. The Expert Marksman Award will be awarded to an officer who scores at least 90% or above during the spring or fall proficiency-testing period.
  - 3. The Sharpshooter Marksman Award will be awarded to an officer who scores at least 80% during the spring or fall proficiency-testing period.
- b. Officers who possess a Marksmanship Award, but fail to re-qualify for it, shall return the award to the Training Section. Only officers listed on the most current Authorization Special Order will wear the Marksmanship Award.

16. Outstanding Citizen Assistance Plaque:

- a. Any citizen of the community who tangibly and conspicuously aids law enforcement may be eligible for this award. Examples include: providing key witness assistance to help solve a major crime, directly aiding an officer in the apprehension of an offender, providing a level of service to a community member, in conjunction with police that significantly improves the quality of life.

17. Certificate of Appreciation:

- a. Any civilian who shall render services to the community and citizens of the City of Wichita, Kansas in the interest of better law enforcement shall be eligible to receive the Certificate of Appreciation. Nominations

for the Certificates of Appreciation may be approved immediately by the chairperson of the Awards Committee without further action by the committee.

**C. Presentation of Awards:**

1. The four (4) highest awards: the Gold Wreath of Honor, the Silver Wreath of Valor, the Bronze Wreath of Valor, and the Bronze Wreath of Merit, shall be presented in the form of a Wreath, bar and certificate. The twenty (20), thirty (30), and forty (40) years of Service Wreaths shall also be presented in the form of a Wreath, bar and certificate.
2. All other awards shall be presented in the form of a bar and certificate except for the Certificate of Appreciation, the Certificate of Commendation, Perfect Attendance and Safe Driver award to non-uniformed personnel, which shall be given in certificate form only.
3. The Gold Wreath of Honor, Silver Wreath of Valor and Bronze Wreath of Valor will be presented by the Chief of Police. The Bronze Wreath of Merit and Life Saving Award and the Police Shield will be presented by the officer's division commander. All other awards will be presented by the member's bureau or division commander.

**D. Wearing of Awards**

1. Award bars will be worn on the blouse, centered over the right pocket, one-half inch above the nameplate and one-quarter inch below the shooting badge, if worn. Two (2) or three (3) award bars may be worn in a row.
2. The Marksmanship Award will be worn centered ¼ inch over any Award Bars worn.
3. When authorized, the Gold, Silver, or Bronze Wreaths will be worn on the shirt or blouse, centered over the right pocket above the Marksmanship Award or other Award Bar(s). Multiple Awards for the Gold, Silver, and Bronze Wreaths will be denoted by the addition of a "Rocker" to the Wreath and a gold star to the bar. If an officer has received both the bar and Wreath for an award, only one may be worn at a time.
4. Multiple Awards for the Life Saving Award, Police Shield, and Civic Achievement Award will be denoted by the addition of one Gold Star to the Bar.
5. Officers who have received previous awards from another law enforcement agency, which closely corresponds to the Wichita Police award classifications, may make a specific request to the Awards Committee for the previous awards to be issued, in bar form only, as the appropriate Wichita Police award. It will be

the responsibility of the requesting officer to furnish specific and complete documentation substantiating the requests. The Awards Committee ruling will be final. The original awards from other law enforcement agencies may be worn with the written approval of the Chief of Police.

**E. Replacement of Awards**

1. All requests for award replacements will be verified. If the award was broken on duty, an Officer's Report, through channels, must be completed before the department will replace the award. An officer may request duplicate awards for another uniform. The officer is charged a fee which can be paid in cash or check and/or the money can be taken off the officer's clothing allowance.

**F. The Annual Officer of the Year Award:**

1. In August of each year, departmental members may nominate any commissioned officer for the Annual Officer of the Year Award by forwarding a report to their division commander, through channels. The division commander will then forward all the nominees to the Awards Committee, through channels.
2. Letters of nomination should be based on information from the past 12 months and include:
  - a. Overall performance for the year;
  - b. Commendations and departmental awards;
  - c. Specific incidents of exemplary performance;
  - d. Work on special projects;
  - e. Attendance record;
  - f. Civic activities (community involvement);
  - g. Any other items worthy of mention.
3. The officer must have completed one (1) year of service prior to September of the year for which the award is being given.
4. The Awards Committee will review the letters of nomination and select an Officer of the Year who will be awarded the Bronze Wreath of Merit, and the Officer of the Year Award bar.

**G. The Annual Non-Sworn Employee of the Year Award**

1. In August of each year, departmental members may nominate any non-sworn member for the Annual Non-Sworn Employee of the Year Award by forwarding a report to their division commander, through channels. The division commander will then forward all of the nominees to the Awards Committee, through channels. Public Service Officers will be included in this category.

2. Letters of nomination should be on information from the past 12 months and include:
  - a. Overall performance for the year;
  - b. Commendations and Departmental awards;
  - c. Specific incidents of exemplary performance;
  - d. Work on special projects;
  - e. Attendance record;
  - f. Civic activities (community involvement)
  - g. Any other item worthy of mention.
3. The non-sworn employee must have completed one (1) year of service prior to September of the year for which the award is being given.
4. The Awards Committee will review the letters of nomination and select a Non-Sworn Employee of the Year who will be awarded the Bronze Wreath of Merit. Should the Non-Sworn Employee of the Year be a non-uniformed department member, the Wreath will be mounted on an appropriate plaque.

#### **H. The Cooper/McKee Volunteer of the Year Award**

1. Any volunteer, not an employee of the Wichita Police Department, who displays outstanding service to the Wichita Police Department through their volunteer effort, shall be eligible for the Volunteer of the Year Award. The Award recognizes the unselfish commitment made to law enforcement by citizens who volunteer their time and effort on behalf of the Wichita Police Department. The Award will be presented in the form of a plaque once a year to the selected recipient.

#### **I. The Wichita Police Department Educational Scholarship**

1. In March of each year, applications will be accepted for the Wichita Police Department Educational Scholarship. This scholarship is available to the children of any Wichita Police Department Member who has been slain or physically disabled in the line of duty. The scholarship will be awarded to one (1) individual each year. A disbursement of funds will be awarded during two consecutive semesters. Applications must be received by the WPD Awards Committee by March 31<sup>st</sup> for consideration.
2. The WPD Awards Committee shall be responsible for establishing scholarship criteria, recruitment and analysis of applicants, interviewing finalists, and selection and notification of the recipient of the scholarship. The committee will also notify individuals who applied for, but not selected for the scholarship.

#### **J. Commendatory Performance Reports**

1. Whenever a member of the Wichita Police Department gains personal knowledge of an action, set of actions, or general conduct of a co-worker which the member considers to be praiseworthy, exemplary, and/or meritorious, but that does not meet the criteria set forth above, the member should complete a Commendatory Performance Report and forward it to the commended member's immediate supervisor.
2. The middle section of the Commendatory Performance Report should contain a brief explanation of the member's commendable actions and/or performance. Additional sheets of blank paper may be attached if needed. In the case of letter-commendations from citizens, these may be attached to the Commendatory Performance Report without the completion of the "Description of Commendable Action(s)" section.
3. Whenever a letter, telephone call, or in-person communication is received by any Department member which commends the actions of another Department member, it shall be the responsibility of the person receiving the call or letter to bring the occurrence to the attention of a supervisor. This shall be accomplished by either:
  - a. Forwarding the letter to the commended person's immediate supervisor;
  - b. Committing the pertinent data from a phone call or personal contact to writing, then forwarding this information to the commended member's immediate supervisor.
4. The commended member's immediate supervisor shall be responsible for initiating the completion of a Commendatory Performance Report. After securing the signatures on all documents pertaining to the incident and affixing the member's own to them, the Division Commander shall then forward them to the Chief of Police.
5. After the Chief signs the CPR, the Chief's secretary shall forward it to the recipient's Division secretary, whose responsibility it shall be to make a copy of the CPR and forward it to the Fiscal Affairs Section Payroll Unit to place in to the recipient's Departmental personnel file. The Division secretary shall forward the original CPR to the Bureau commander whose responsibility it shall be to award the CPR to the employee who is being commended.